

# **MONTGOMERY COUNTY FIRE & RESCUE**

## **FAMILY CHILD CARE FIRE SAFETY NOTEBOOK**





MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Isiah Leggett  
*County Executive*

Thomas W. Carr, Jr.  
*Fire Chief*

Dear Family Child Care Provider:

Let me begin by thanking you for taking on the very important job of providing child care in our community. You have opened your home to the children of other families so that their parents and guardians can go to work and school. Not everyone is cut out to perform this critical social responsibility.

The job of the Montgomery County Fire and Rescue Service is to help you provide the safest possible home while you care for these children. We want to do this with as little interference in your day-to-day schedule as necessary.

Maryland State law requires us to inspect your home every two years while you are providing family child care. An inspector from the Fire Code Enforcement Section must stop by your home and walk through the areas you use for child care to ensure that all safety features are present and function as intended.

This notebook is designed to prepare you for the inspection and keep the inspection as short as possible. You will notice that there are 12 sections in this notebook, each with a specific topic. You should take the time to review the contents of each section and fix any problems that you identify before you contact the Fire Code Enforcement Section to make your appointment for your inspection.

If you complete your pre-inspection check before calling us, your inspection should be quick and easy. When the inspection is completed successfully you will receive a permit in the mail that tells everyone you run a fire safe family day care home.

We look forward to working with you over the coming years to keep you and the children you care for safe. If you have any questions, please do not hesitate to contact the Fire Code Enforcement Section at (240) 777-2457. We are here to help you.

Sincerely,

Michael A. Donahue, Assistant Chief  
Office of the Fire Marshal

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**Fire Code Enforcement Section**

255 Rockville Pike, 2<sup>nd</sup> Floor, Rockville, Maryland, 20850-2589 240/777-2457, FAX 240/777-2465

*Serving with dedication, courage and compassion*

## **Scheduling an Inspection**

### **New Day Care:**

1. Call Fire Code Enforcement--240-777-2457.
2. Request a "Fire Marshal Inspection for a **NEW** family day care".
3. On answering machine state the following:
  - a. "I would like an inspection for a **NEW** family day care."
  - b. Your Name
  - c. Your address (including house number, street, city and spell street name)
  - d. Your phone number stated slowly and clearly
4. Most calls are returned the next working day between 7:30 AM and 10:30 AM
5. Wait 24 hours before calling again.
6. Inspection times will be scheduled in the morning or the afternoon. An exact time cannot be provided. The inspection may be scheduled up to two weeks away.

### **Existing Day Care:**

1. A list of day care facilities needing a Fire Marshal inspection is received from Child Care Administration monthly.
2. A Fire Marshal will call and schedule an inspection. In limited circumstances the inspector may show up unscheduled during normal business hours.
3. Do not call to schedule an inspection unless your day care license will expire in two weeks or less. If you must call please follow the format listed in #3-6 above.

**All inspectors will be in uniform.  
You can request identification before letting them into your  
house or place of business.**

# **FIRE SAFETY CHECK LIST**

**Montgomery County Fire Marshal 240-777-2457**

**Gaithersburg City Fire Marshal 301-258-6330**

**Rockville City Fire Marshal 240-314-5041**

The checklist below contains the minimum fire code requirements that must be in place for any home operating as a family daycare in Montgomery County:

- |  | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|------------|-----------|------------|
| 1. Are house address numbers a minimum 5" in height?<br>And visible to the street?   | [   ]      | [   ]     | [   ]      |
| 2. Is illumination (light fixture) provided outside of<br>all exit doors?  | [   ]      | [   ]     | [   ]      |
| 3. Does your home have a pre-arranged plan of escape in case<br>of fire or other emergency? Does the plan include a<br>means to alert all occupants of an emergency and show 2<br>exits from all areas? Have you practiced your escape plan?<br>as a fire drill every 30 days? Have you logged all of your drills?                           | [   ]      | [   ]     | [   ]      |
| 4. Is each room used for sleeping, living, or dining purposes<br>provided with at least two means of escape? At least<br>one of these means shall be a door that allows unlocking<br>from the inside <u>without</u> the use of a key or an unobstructed<br>stairway allowing travel to the outside of the home<br>at street or ground level? | [   ]      | [   ]     | [   ]      |
| 5. If a window is utilized as a second means of escape,<br>can the daycare provider demonstrate that the window<br>opens to a clear opening of not less than 20" in width,<br>not less than 24" in height and 5.7 square feet (821 sq. in.)<br>in total open area? Is the bottom of the window opening not<br>more than 44" above the floor? | [   ]      | [   ]     | [   ]      |
| 6. Are special protective covers provided for all electrical<br>receptacles in all areas occupied by children under 6<br>years of age?   | [   ]      | [   ]     | [   ]      |
| 7. If clients are located in a basement, does at least one<br>door open directly to the outside. If outside stairs<br>are used is it no further than 8 ft. to ground level?  | [   ]      | [   ]     | [   ]      |
| 8. Are all rooms/areas intended for napping equipped with<br><b>hardwired A/C powered smoke detectors with battery<br/>back-up</b> installed in that room/area?<br>Note: <i>Daycares operating before 1992 are allowed to continue<br/>using battery detectors as long as diligent care is demonstrated.</i>                                 | [   ]      | [   ]     | [   ]      |
| 9. Is each closet door latch arranged so that children<br>can open the door from inside the closet?  | [   ]      | [   ]     | [   ]      |

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
10. Can each bathroom/bedroom door lock be unlocked from the outside in an emergency?	[   ]	[   ]	[   ]
11. If the family day care home is located in an apartment building with enclosed corridors, are the common hallway and stairs protected with an approved smoke detection system with detectors in the hallway installed in compliance with manufacturer instructions?	[   ]	[   ]	[   ]
12. Is all electrical wiring installed and maintained in accordance with the National Electrical Code? Are extension cords used on a temporary basis and only and rated for the device being served?	[   ]	[   ]	[   ]
13. Is all heating, ventilating and air conditioning equipment installed and maintained in accordance with all applicable codes and manufacturers requirements?	[   ]	[   ]	[   ]
14. Are <u>unvented</u> fuel-fired (kerosene/propane) room heaters prohibited from use during operating hours?	[   ]	[   ]	[   ]
15. Is all approved heating equipment in spaces occupied by children provided with partitions, screens or other physical barriers to protect children from hot surfaces or open flame?	[   ]	[   ]	[   ]
16. Is at least one operable flashlight provided in a location accessible to the staff for use in the event of power failure?	[   ]	[   ]	[   ]
17. Is good general housekeeping maintained throughout all areas?	[   ]	[   ]	[   ]

Code references are from the current adopted version of the Life Safety Code NFPA 101. Local Laws may include additional requirements.

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*January 2009*

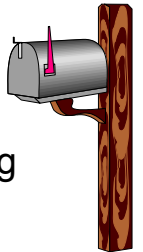
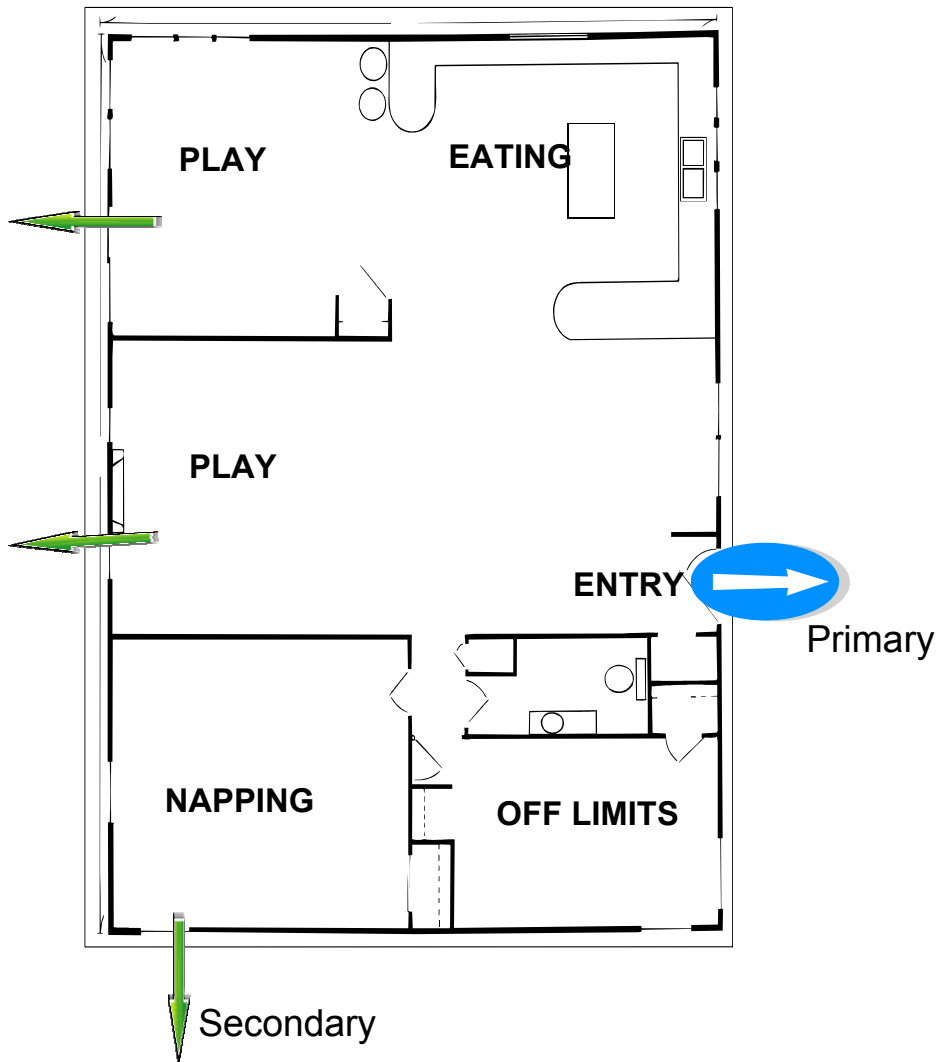
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# EMERGENCY ESCAPE PLAN

EXAMPLE



Meeting  
Spot



Meeting  
spot

Draw your floor plan listing the rooms as you intend to use them for daycare. Designate your primary and secondary exits. Post this plan in the daycare area and provide a copy to your fire inspector and licensing specialist.

# FIRE DRILL RECORD

Child Care Name:\_\_\_\_\_ Provider Name:\_\_\_\_\_

Address:\_\_\_\_\_

Street Name City State Zip Code

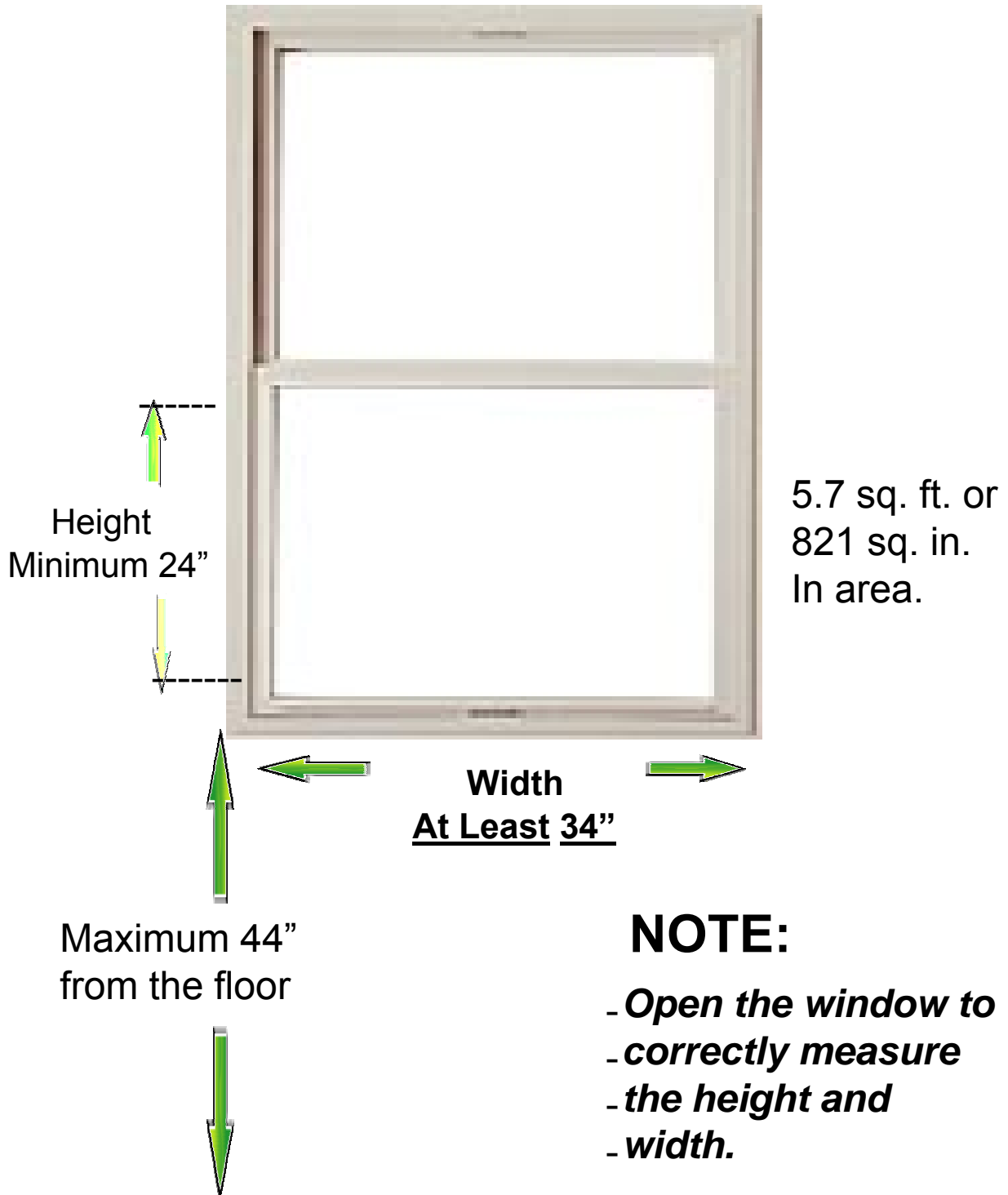
For Year:\_\_\_\_\_

<u>Drill</u>		<u>Time</u>	<u>Evacuation</u>		
No.	Date	Of Day	Time	Comments:	Signature:
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

- *A fire drill must be conducted every 30 days and documented on this form. Provide a copy of your fire drill record to the fire inspector at your next inspection.*

# WINDOW SIZE REQUIREMENTS

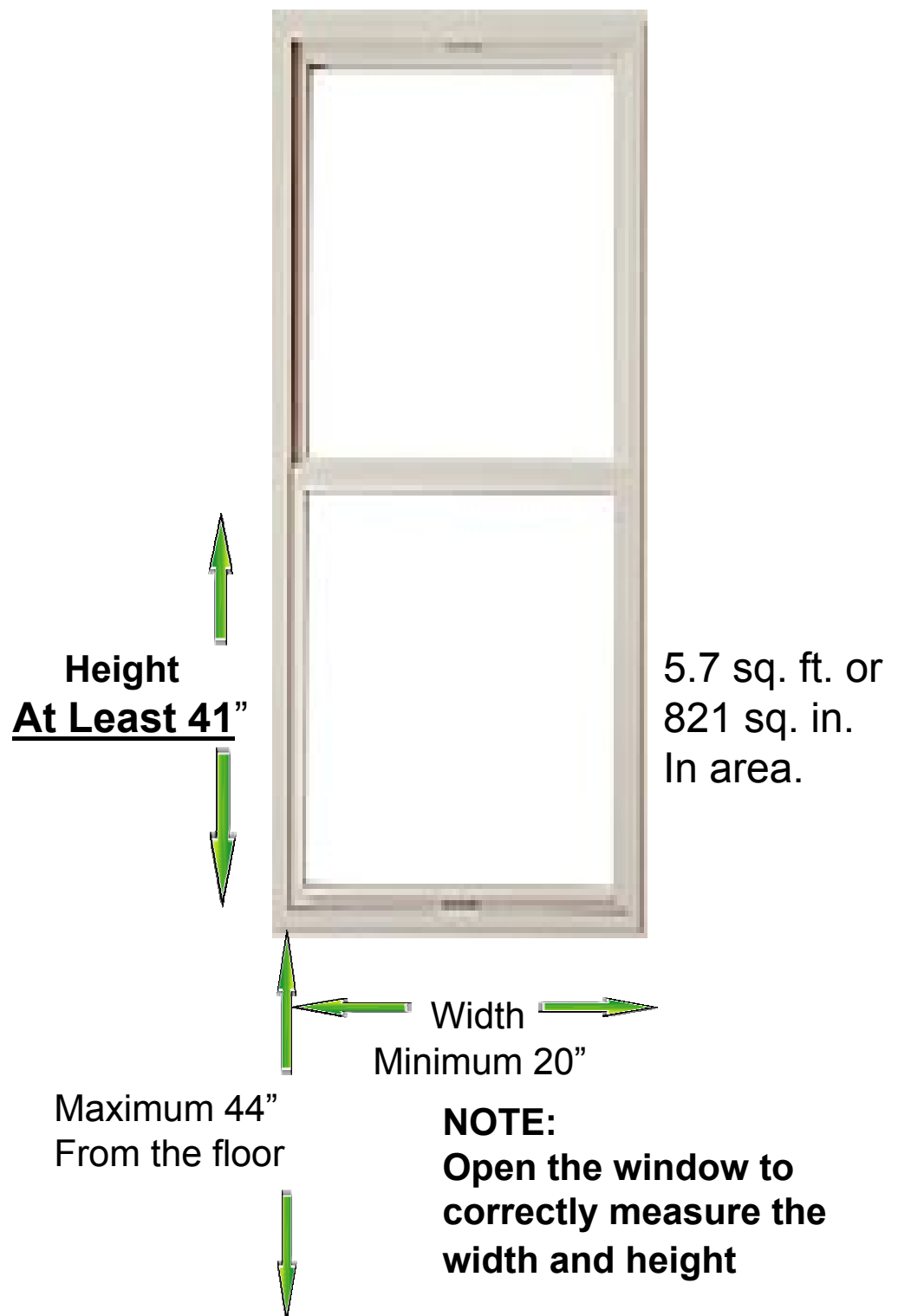
Minimum Height Example





# WINDOW SIZE REQUIREMENTS

Minimum Width Example



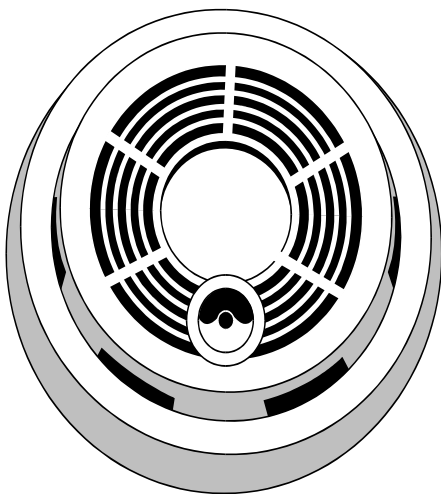
# WINDOW SIZE REQUIREMENTS

- Any room used for daycare that does not have a door going directly to the outside must have a window that meets the following:  
The opening must be at least 20 inches in width, 24 inches in height and have an open area of at least 821 square inches. (5.7 sq. ft.)
- To find this total area you simply multiply the width X the height of the opening. For example:
- A window that is only 20 inches in width must have an opening height of at least 41 inches. ( $20 \times 41 = 821$  sq. inches)
- A window that is only 24 inches in height must have an opening width of at least 34 inches. ( $24 \times 34 = 821$  sq. inches)



# SMOKE ALARMS

- Smoke alarms that are required for the daycare must be hardwired into the house electrical system and be provided with a battery back-up.
- All areas designated as “napping areas” must have a smoke alarm mounted in that area.
- The smoke alarm must be tested weekly and be used to initiate the required monthly fire evacuation drill.



Push button weekly

**SAFETY FIRST!**



Test your  
Smoke  
Detectors

**Every Week!**

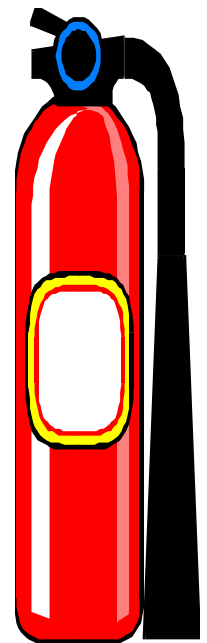
# Fire Extinguishers

- A fire extinguisher is required to be located in the kitchen/cooking area of your daycare.
- The extinguisher should be a dry chemical 2A10BC or 3A10BC. This is the minimum size required and can be found at most department stores or home centers.
- Sign, date and secure the tag found in the box attached to the instructions.
- Check your extinguisher monthly by making sure it is not obstructed, the arrow in the gauge is in the green and the safety pin is attached and secure. Document this monthly inspection.

# GUAGE



## Extinguisher



***IMPORTANT!! You are required to have a fire extinguisher but you are not required to use it. If you have a fire your first priority is to evacuate the children using your escape plan. Do not go back into the home as the children may follow you. Stay out and call 911.***

# DOOR LOCKS

- Any door used as an exit for family daycare must be openable without the use of a key.
- A double key cylinder has a key slot on both the outside and inside to unlock the door. A door that has this type of lock installed may not
- be used as an exit for daycare.

Double Key

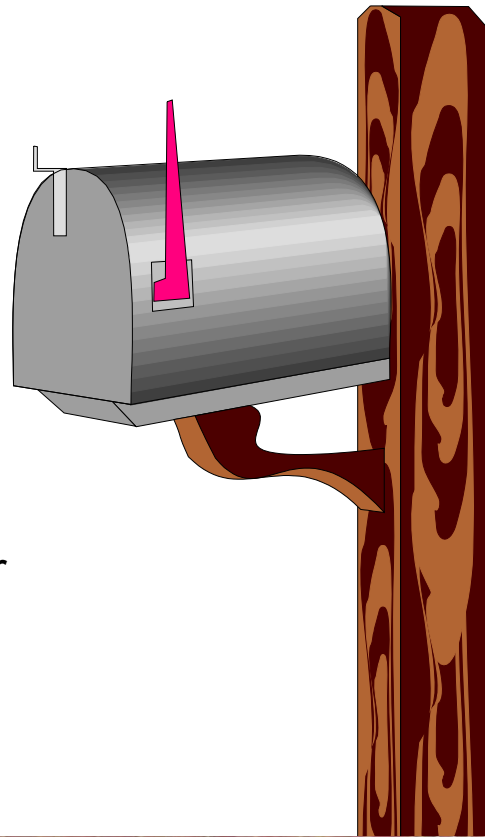


Thumb Turn



# ADDRESS NUMBERS

- All address numbers are required to be a minimum of 5 inches in height and visible to the street.
- The numerals may be attached to your house or, if your house cannot be easily seen, located on your mailbox or some other post that can be seen from the road that your home is addressed from.



# OUTLET COVERS

- **All electrical outlets must have protective covers inserted when the outlet is not in use.**
- **After an appliance, such as a vacuum is used, remember to replace the cover when you are finished.**





# THE INSPECTION

- A fire inspection is required for all new family daycare homes.
- A fire inspection is required every two years for existing family daycare homes.
- All fire inspections start at the main entrance door to the daycare.

# THE INSPECTION

- All fire inspectors will be in uniform and are usually driving vehicles that are easily distinguishable. You may always request to see our Fire/Rescue photo identification.
- Make sure we can see your address numbers and that your porch light is operating. (Fire Checklist)



# THE INSPECTION

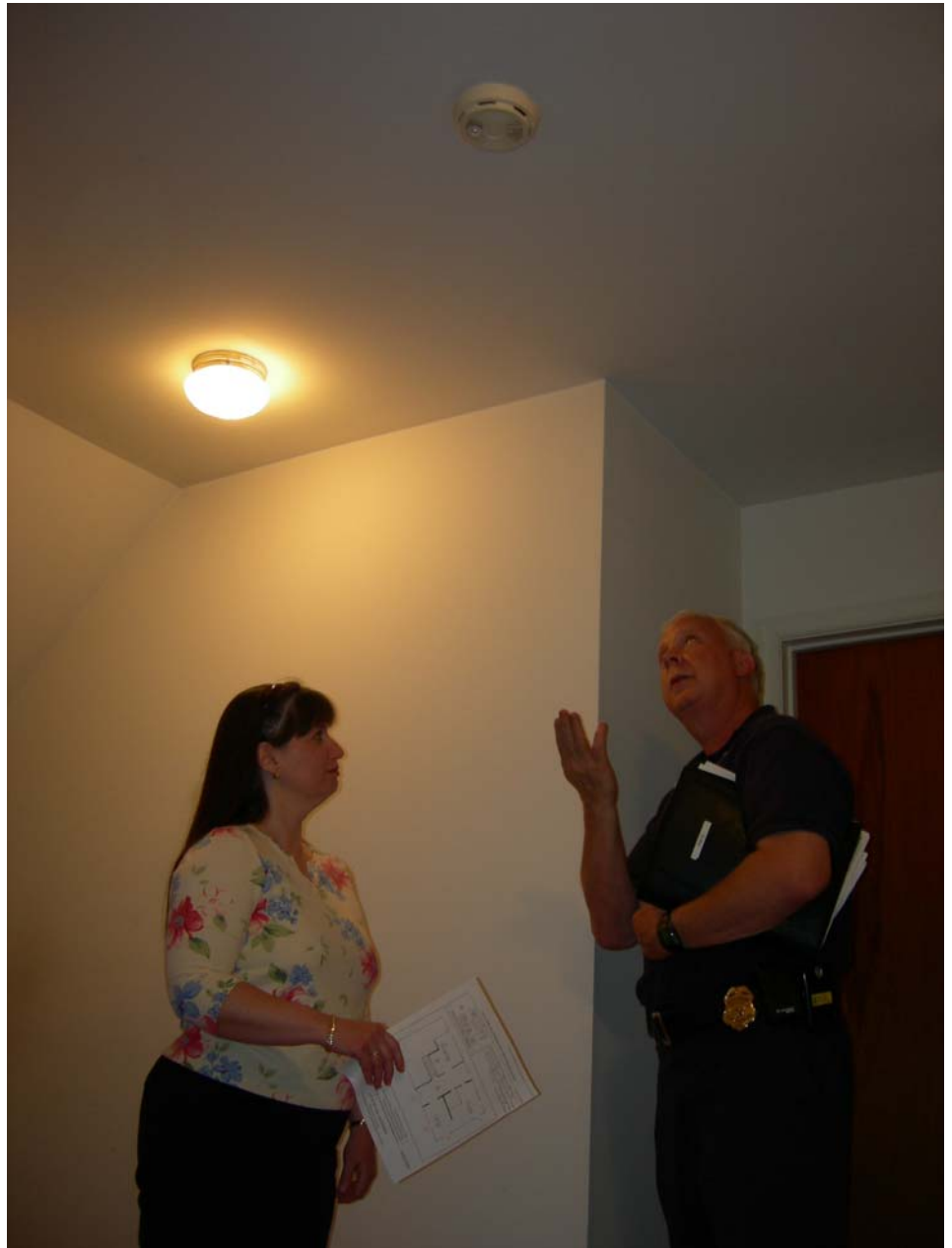
- Provide a copy of your “Emergency Escape Plan” to the inspector. The Plan should denote which rooms are used for play and napping as well as the areas that are off limits.



# THE INSPECTION

- Test all of your smoke detectors weekly, and use them when you conduct your fire drill.
- Note that the day care provider is demonstrating that the “Fire Plan” matches how the rooms are being used.

**The smoke alarm**





# THE INSPECTION

- Check your windows to see that they meet the size requirement.



Abandoned Vehicles	(301) 840-2454
<b>Adult Mental Health Services</b>	(240) 777-1400
<b>Adult Protective Services (DHHS)</b>	(240) 777-3000
Animal Services Division (MCP)	(240) 773-5925
<b>Bioterrorism Hotline</b>	(240) 777-4200
Building Code Inspections	(240) 777-6210
Building Permits	(240) 777-6210
<b>Child Passenger Safety Hotline</b>	(240) 777-3660
Child Welfare Services (DHHS)	(240) 777-3558
Consumer Affairs	(240) 777-3636
Correction and Rehabilitation	(240) 777-9960
County Attorney's Office	(240) 777-6700
County Council	(240) 777-7900
County Executive	(240) 777-2500
<b>County Information</b>	(240) 777-1000
Electrical Licenses & Permits	(240) 777-6210
Environmental Protection	(240) 777-7770
<b>Fire Code Violations</b>	(240) 777-2457
<b>Homeland Security</b>	(240) 777-2422
<b>Housing Code Enforcement</b>	(240) 777-3785
Housing Opportunities Commission	(301) 929-6700
Human Rights	(240) 777-8450
Humane Society	(240) 773-5900
Landlord-Tenant Affairs	(240) 777-3609
Noise Control	(240) 777-7770
<b>Police 1<sup>st</sup> District - Rockville</b>	(301) 279-1591
<b>Police 2<sup>nd</sup> District - Bethesda</b>	(301) 652-9200
<b>Police 3<sup>rd</sup> District - Silver Spring</b>	(301) 565-7744
<b>Police 4<sup>th</sup> District - Wheaton</b>	(240) 773-5500
<b>Police 5<sup>th</sup> District - Germantown</b>	(301) 840-2650
<b>Police 6<sup>th</sup> District - Montgomery Village/Gaithersburg</b>	(240) 773-5700
Public Safety Communications <b>FIRE</b>	(240) 683-6520
Public Safety Communications <b>POLICE</b>	(301) 279-8000
<b>Public Works</b>	(240) 777-7170
Recycling/Leaf Collection	(240) 777-6410
<b>School Safety and Security</b>	(301) 279-3066
<b>Security, Montgomery County</b>	(240) 777-6040
<b>Sheriff's Office</b>	(240) 777-7000
Snow Removal/Pot Holes	(240) 777-7623
Solid Waste	(240) 777-6410
States Attorney	(240) 777-7300
Street Lights	(240) 777-2190
<b>Untagged Vehicles on Private Property</b>	(240) 777-3785
Use & Occupancy Certificates	(240) 777-6370
Vendor Information	(240) 777-6256
Water Quality Control	(240) 777-7770
Weeds & Tall Grass on Private Property	(240) 777-3785
Zoning Complaints	(240) 777-6259
Zoning Information	(240) 777-6240

# Holiday Trees

- Trees and decorations are a part of many holidays and festivals.
- Artificial trees or trees with the root still attached that are watered, are safer to use since they won't dry out and become a fire hazard.



Tree with ball root attached

# Holiday Trees

- Without water, a cut tree can catch fire and destroy a home in seconds

*(Photo courtesy of  
National Fire  
Protection  
Association)*

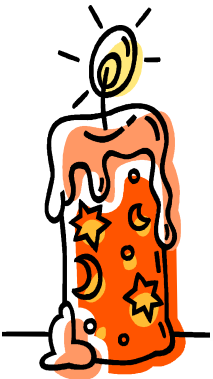


Dried tree 5 seconds after ignition



# Holiday Decorations

- Care must be used when displaying holiday decorations. Follow all manufacturer requirements including distance from materials that may burn. Even very small lights can generate enough heat to start a fire.
- Extension cords must be correctly sized for the use intended for and used on a temporary basis only.



If you follow your fire  
safety checklist you  
should never have a  
problem passing a fire  
inspection.

**THANK-YOU!**

